

**University of Iowa Hospitals and Clinic  
Executive Board Committee Memorandum**  
Board of Regents, State of Iowa

**Subject:** Draft Committee Responsibilities

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**Date Submitted:** May 10, 2004

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**Recommended Action:**

Discuss the purpose and responsibilities of the University of Iowa Hospitals and Clinics (UIHC) Executive Board Committee, as approved by the Board of Regents.

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**Executive Summary:**

On May 18, the Board of Regents is expected to take action on the following draft responsibilities of the UIHC Executive Board Committee:

- Evaluate and make recommendations on UIHC strategic plans, policies, procedures, bylaws, and accreditation issues;
- Provide guidance to the UIHC administration;
- Provide oversight concerning the management, budget, financial resources, and operations of the UIHC enterprise; and
- Assess and make recommendations to the Board of Regents concerning proposed budgets, rate increases, capital plans, and bonding needs of the UIHC.

In addition, the Board of Regents will take action on the following draft general responsibilities of all Board committees:

- Prepare an annual committee plan that defines the scope of the committee work, establishes benchmarks, and identifies indicators of committee progress;
- Gather information on issues and policies pertinent to the committee's work, which may include directing the work and considering the reports of special and inter-institutional committees of the Board of Regents;
- Develop short-term and long-term recommendations to the Board of Regents after thoughtful consideration of relevant issues and policies; and
- Report to the Board of Regents regularly regarding the status of the committee's assignments and accomplishments.

All Board committees shall operate according to Board policies. On May 18, the Board of Regents will take action on the following draft committee operating procedures:

Each committee shall consist of at least five Board members. The President of the Board shall be an ex-officio non-voting member of all standing committees. In order to conduct business, a quorum of the committee must be in attendance. A quorum of a committee consists of a majority of the appointed committee members.

Each committee of the Board of Regents shall follow Roberts Rules of Order and shall meet in open session as required by law. This includes:

- Providing appropriate public notice of committee meetings;
- Providing the basis and rationale of decisions;
- Recording the decisions of the committee; and
- Keeping minutes that include:
  - date, time, and meeting place;
  - members present;
  - action taken at each meeting;
  - results of each vote taken; and
  - information sufficient to indicate the vote of each member present.

Generally, committee minutes shall be available for public inspection, except for those portions of the minutes that are otherwise exempt from inspection pursuant to state or federal law.

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